

Item No.	Week	Item	Requirements
<u>C. PROJECT PHASE (DISTRICT BOARD)</u>			
1	1	Final plans, specifications and engineer's estimate filed with the clerk. For acquisition, include transfer documents.	These must be in completely final form including both engineering and legal documentation. If ready, this could be done by the new district board immediately following formation.
2	1	*Adopt resolution of intention.	Item 1 must be completed prior to adoption.
3	2	Mail notice of proposed improvement.	Required to mail to all owners as shown on the tax roll.
4	5	Receive objections and protests. Any objection or substantial protests require a hearing and delay the schedule. Insufficient protests do not require a hearing.	Objections and protests can be filed up to 20 days after mailing notice. Measure protests by acreage.
5	5	*Resolution ordering the work. (Calling for construction bids.)	If no protests or objections or if protests are insufficient and objections are overruled at a hearing.
6	6	Publish advertisement for proposals.	Twice in a daily or once in a weekly newspaper.
7	6	Post advertisement for proposals at or near the door of the board meeting room.	Must be up for 5 days prior to bids.
8	9	Receive construction bids. Open and declare the bids.	Bids must be opened at a public meeting of the board.
10	9*	Award construction contract or approve acquisition contract.	Lowest and best responsible bidder. 5% preference does not apply.
11	9	Publish notice of award of contract.	Twice in a daily or once in a weekly. Begins 15-day protest period. Protests require a hearing and will delay the schedule.
12	9	*Approve assessment diagram showing all lots and parcels to be assessed with their assigned assessment number. Also must show location of work.	Can be adopted any time including with the resolution of intention. Must be adopted prior to recording the assessment.
13	10	Sign contract, obtain payment and performance bonds and insurance certificate.	Payment and performance bonds should be dated the same as the contract. Contract signing does not have to wait until the end of the protest period.
14	10	Receive objections to the award.	If received, hearing must be set and notice given. Will delay proceedings.
15	10	If acquiring a private water company,	The earlier the better.

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		obtain Arizona Corporation Commission approval.	
16	10	Prepare and record assessment including summary of costs and list of amounts assessed to each lot.	Cannot be recorded until contract is awarded. Record in office of superintendent of streets.
17	10	Notify board that assessment is recorded.	Deliver copy to Clerk.
18	10	Notice of recording of assessment.	Record with County recorder.
19	10	*Board sets hearing on assessment.	
20	10	Publish notice of hearing.	5 times in a daily or 2 times in a weekly, begin 10 days prior to hearing.
21	10	Mail notice of hearing to all property owners.	At least 20 days prior to hearing.
22	10	Mail cash demand letters to property owners.	After recording assessment. Combine with notice of hearing.
23	11	Circulate notice inviting proposals and official statement regarding sale of the bonds if publicly bid or begin sale procedure if negotiated.	Final issue size will not be known due to cash collections and capitalized interest. Not Applicable for RD or WIFA deal.
24	13	*Hold hearing on assessment.	
25	13	*Approve assessment.	Should be prior to end of cash collection so landowners know how much to pay.
26	14	Close cash collection period and prepare Treasurer's Return. Shows amount collected.	Must be within 40 days of recording of assessment and warrant.
27	14	Certified list of unpaid assessments. Shows which assessments go to bond.	Prepare and deliver to clerk following Treasurer's Return.
28	14	Adjust issue size for cash collection. Information must be made available to bidders.	
29	15	Receive bond bids (if publicly bid).	Best to have a few days between end of cash collection and receipt of bids so bidders can know issue size. If RD deal, get RD approval of bond documents as soon as possible, they need to send to their attorneys for review.

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30	15	*Award bond bids and adopt resolution authorizing the sale of the bonds.	Should be done the same day bids are received. No bids for RD or WIFA deal. Need to finalize interest rate and documents.
31	17	Execute documents necessary for closing.	
32	18	Close sale of bonds, deliver bonds and receive payment of purchase price.	Time varies. 3-4 weeks is typical. RD will only pay a portion at closing, the rest will be paid in draws as the project proceeds.
33	18	Close acquisition of Project.	As soon after bond sale closed as possible.
34	18	Notice to proceed is issued to contractor.	Not issued until money is in hand. In RD deal, need RD approval to start construction.
35	19	Begin construction.	10 days after notice to proceed.

D. COMPLETION PHASE

1	1	Complete project.	
2	2	File superintendent's certificate of substantial completion and deliver to board.	After completion.
3	2	Mail notice of completion to each property owner.	Property owners can file objections and Board must then hold hearing.
4	3	Make final payment of retention to contractor.	10% retention is paid after completion. Alternative retention provisions don't apply.
5	3	May begin billing.	Cannot bill property owners until after work completed.